

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Revenue Department – Right to Information Act 2005 (Central Act No.22 of 2005) –Publication of Information under Section 4(1) (b) of the Right to Information Act, 2005 -Revised Information – Published - Orders – Issued.

=====

REVENUE (OP.I) DEPARTMENT

G.O.Rt.No.322

Dated:11.06.2021

Read the following:

1. Circular Memo.No.30742/RTIA/GPM&AR/2013, Dated: 30.09.2013.
2. G.O.Rt.No.1477, Revenue (OP.I) Dept., Dated. 25.10.2018.

ORDER:

Whereas Section 4(1) (b) of the Right to Information Act 2005 (Central Act No.22 of 2005) casts an obligation on every Public Authority to publish the revised information on 17 items referred to therein in the said section.

2. In compliance to the above statutory obligation and in continuation of the orders issued in the reference 2nd read above revised information in respect of Revenue Department is herewith published as noted in the Annexures to this order.

3. Copy of this order is available on Internet and can be accessed at address <http://www.goir.ap.gov.in>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr. RAJAT BHARGAVA
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To

All Appellate Authorities, State Public Information Officers and State Assistant Public Information Officers in Revenue Department.

The P.S. to Spl. C.S.(CT, Excise, Regn. & Stamps)

The P.S. to Prl. Secy. to Govt.,(Lands & D.M)

The P.S. to Prl. Secy. to Govt.,(Endowments)

All Officers/Sections in Revenue Department.

Copy to:-

The Spl.Chief Secretary & Chief Commissioner of Land Administration, Gollapudi, Vijayawada

The Hon'ble Chief Information Commissioner, AP Information Commission, Mangalagiri.

The Joint Secretary to Government (AR & T-II), Training & Coordination, Genral Administration Department,

All Head of the Departments under the control of Revenue Department,

All District Collectors,

The General Administration (GPM&AR) Department,

The P.S to concerned Ministers in Revenue Department,

The G.A (I&PR.II) Department

The Revenue (IOC) Department,

SF/SCs.

//FORWARDED:: BY ORDER//

SECTION OFFICER



INFORMATION MANUAL UNDER THE RIGHT TO INFORMATION ACT, 2005

(Updated as on 11.06.2021).

REVENUE DEPARTMENT
GOVERNMENT OF ANDHRA PRADESH

REVENUE DEPARTMENT
GOVERNMENT OF ANDHRA PRADESH

REVENUE DEPARTMENT
INFORMATION HAND BOOK (Updated upto .06.2021)

Sl.No.	Item
Chapter - 1	Introduction
Chapter - 2	Particulars of Organization, Functions & Duties
Chapter - 3	Powers & Duties of the Officers & the employees
Chapter - 4	Procedure followed in decision making process
Chapter - 5	Norms set for the Discharge of Functions
Chapter - 6	Rules, Regulations, instructions, Manual & Records for discharging functions
Chapter - 7	Categories of Documents held by the Public Authority under its Control
Chapter - 8	Arrangement for consultation with or representation by the members of public in relation to formulation of policy or implementation thereof
Chapter - 9	Boards, Councils, Committees & other bodies constituted as part of public authority
Chapter -10	Directory of officers & employees
Chapter -11	Monthly remuneration received by officers & employees
Chapter -12	Budget allocation & proposed expenditure & Disbursement particulars
Chapter -13	Manner of execution of subsidy programmes
Chapter -14	Information available in electronic form
Chapter -15	Particulars of facilities available to citizens for obtaining information
Chapter -16	OTHER INFORMATION
Chapter -17	subjects of the Departments have been allotted to the sections of the Departments

CHAPTER 1 INTRODUCTION

GOVERNMENT OF ANDHRA PRADESH REVENUE DEPARTMENT

Organization:

The Revenue Department is a unit in the Andhra Pradesh Secretariat Organisation in the Andhra Pradesh Government. The Revenue Department is headed by (1) Special Chief Secretary (2) Principal Secretaries to Govt. The Department oversees/supervises the functions relating to the matters of Government Lands, Excise, Commercial Tax, Registrations, Survey and Settlements, Endowments etc., in the State of Andhra Pradesh. The organogram of the Department is shown in the Annexure.

Objective:

The Revenue Department is an integral part of Government of Andhra Pradesh and administers matter pertaining to Government Lands, Excise, Commercial Tax, Registrations, Survey and Settlements etc., within the jurisdiction of State of Andhra Pradesh. The Key of Objective behind publication of this information manual is to enable the public to understand the role played by the Department in the general administration of Government of Andhra Pradesh. As prescribed under section 4(1)(b) of the Act, the Revenue Department being the public authority, hereby publishes the prescribed information relating to constitution, functioning of the department. The matter contained in this manual is meant for information of general public. Apart from these, the citizens are entitled under the Act, to obtain information required from the Department. Procedure for obtaining information from the Department prescribed in the following paragraphs.

Right to Information Act:

The Right to Information Act, 2005 of Parliament received the assent of the President of India. The Act provides for setting out the practical regime of Right to Information for citizens to secure access to information under the control of Public authorities, in order to promote transparency and accountability in the working of every public authority. In accordance with 4 (1) (b) of the RTI Act, 2005 the Manual information handbook is prepared for the use of public.

Intended users of the information handbook:

Citizens, Civil Society Organizations, Public representatives, Officers and employees of Public Authorities including Public Information Officers and assistant Public Information Officers and Appellate Officers, Central and State Information Commissions etc.

Organization of Information:

The information pertaining to organization and functioning of the Department. If any person is desirous of obtaining any other information, he shall make an information request to the PIO. The applicant is required to comply with the following conditions:

The applicant shall be a citizen of India

- As proof of citizenship, any one of the following
- Documents may be attached to the information request.
 - ❖ Ration Card
 - ❖ PAN card
 - ❖ Driving license
 - ❖ Electricity bill/Telephone Bill / House Tax Bill / Property Tax Bill
 - ❖ Passport document
- The information request shall be made in writing
- The request can also be addressed in electronic format to PIO at the email address mentioned. The information request can be in one of the following three languages
 - ❖ Telugu
 - ❖ Hindi
 - ❖ English
- Applicant shall pay the prescribed fee (which will notified shortly)
- Applicants belonging to Below Poverty Line (BPL) category need not pay the fee. For claiming from payment of fee under BPL category, the applicant shall attach one of the following documents as proof his belonging to BPL category-Ration card. The request for information will be generally processed within the time period mentioned under the Act.

The Rules, Instructions, Documents, Manuals, Acts & Policies of the this Department referred at different instances are available in the office of the Revenue Department and some of them are also available as a link in the Web site www.aponline.gov.in.

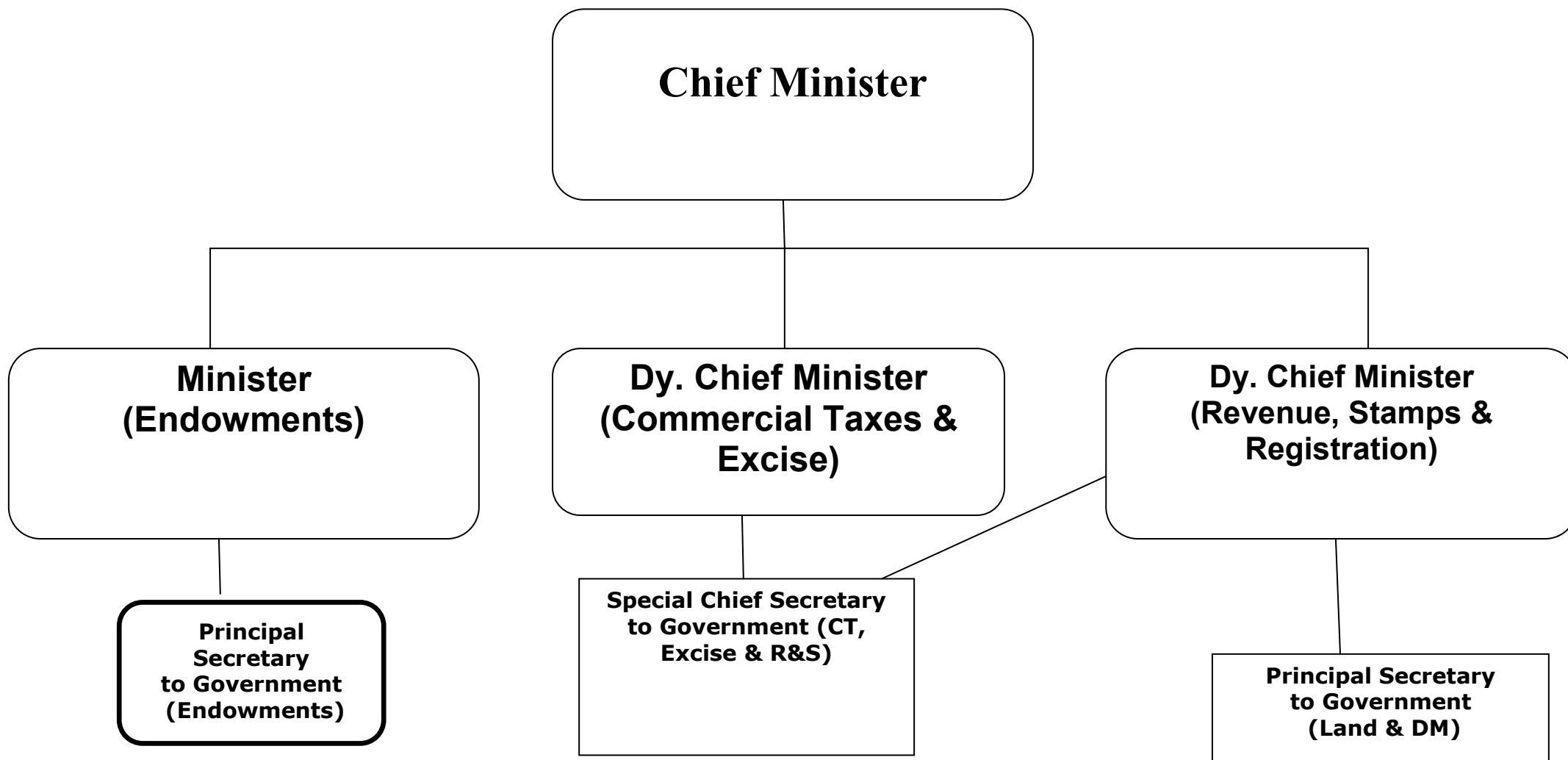
More information can be had from the concerned wing Officers or the State Public Information Officer/Asst Public Information Officer of the Department at free of cost or by paying the prescribed fee if any.

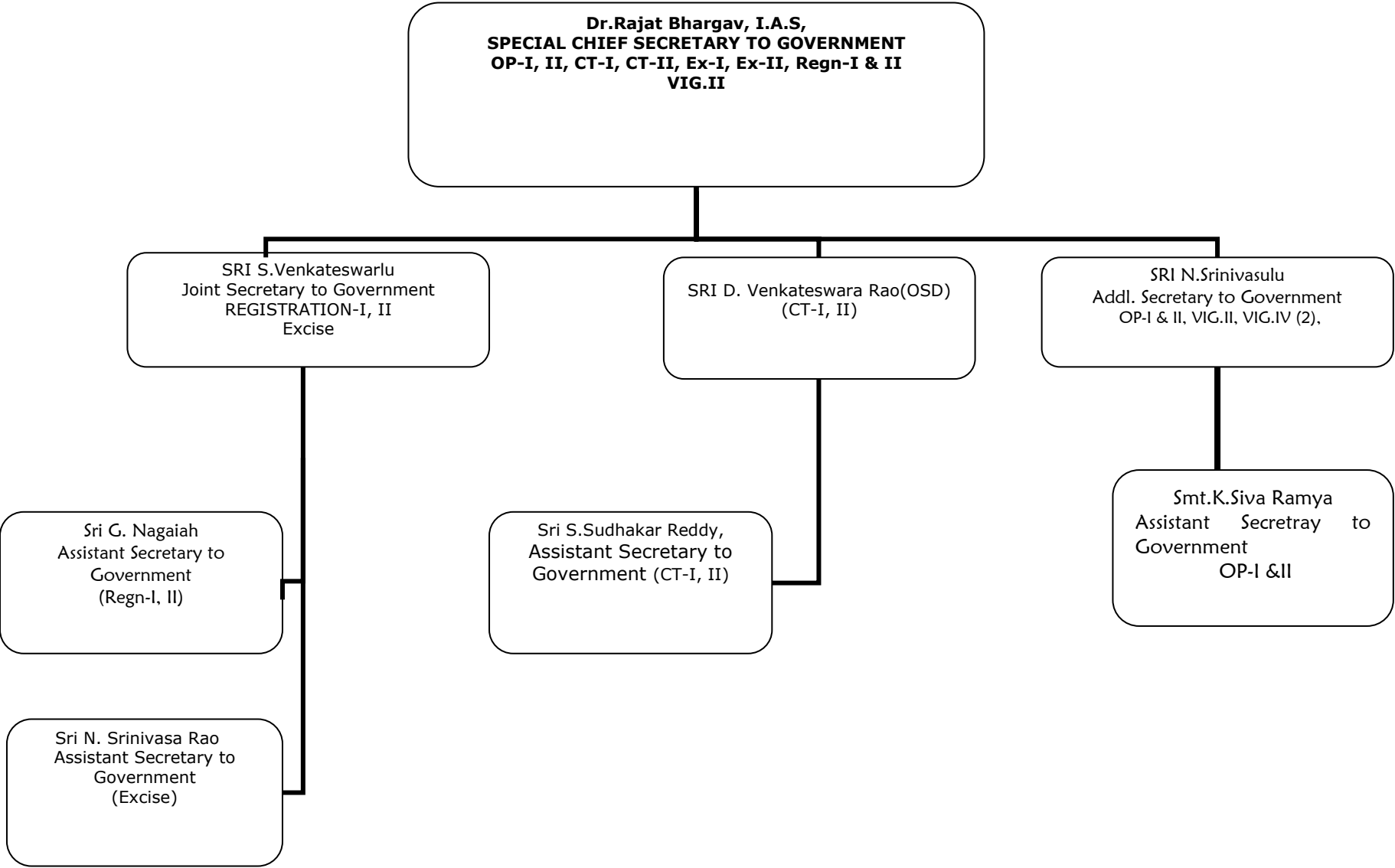
CHAPTER 2

**Organization, functions and duties:
[Section 4(1)(b)(i)]**

Sl. No	Name of the Organization	Address	Functions	Duties
1	Revenue Department	4 th Building Ground floor Hall No: 137 A.P.Secretariat Velagapudi- 522237.	The business transacted by the Department is as specified in the Ist Schedule under rule 4 of A.P. Business Rules and Secretariat Instructions notified in exercise of the powers conferred by clause 2 & 3 of Article 166 of the constitution of India by the Governor of A.P.	Duties as specified in Secretariat Office Manual and A.P. Business Rules and Secretariat Instructions.

ORGANOGRAM



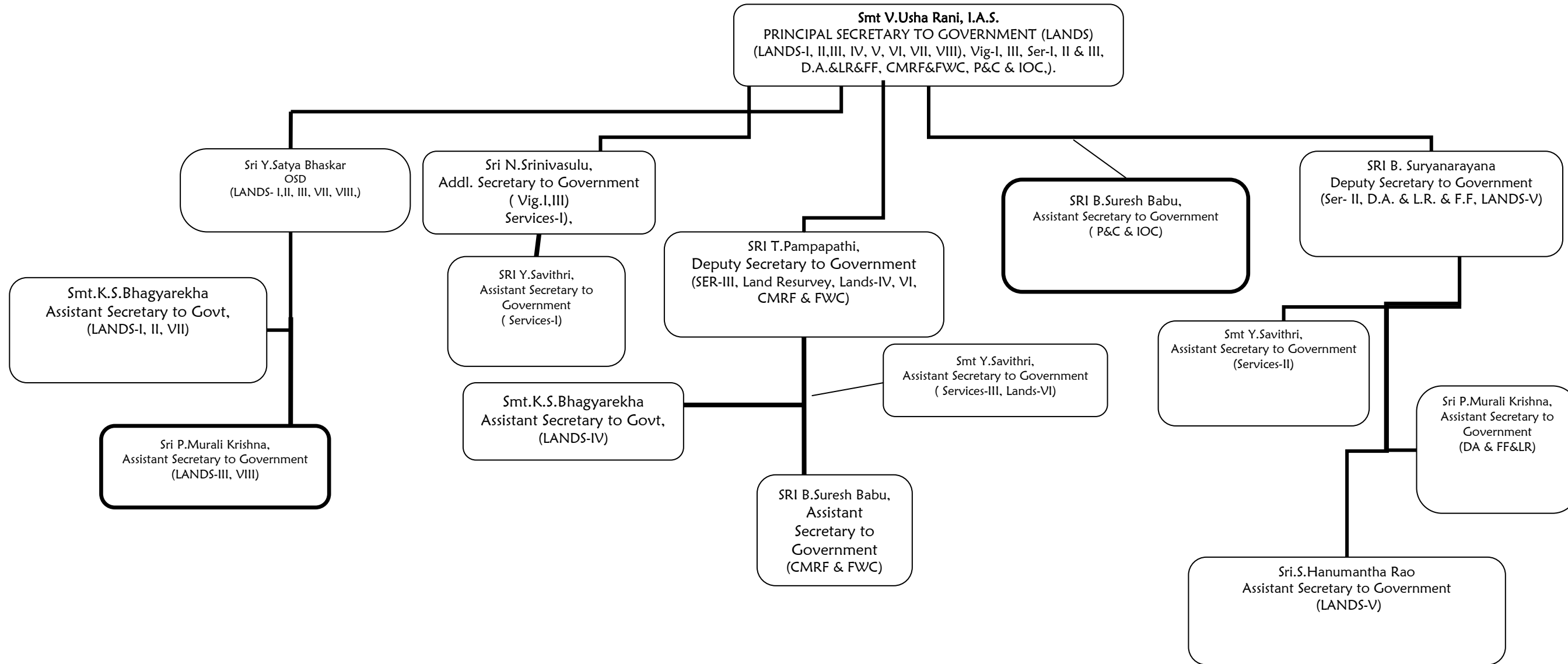


Dr.G.Vani Mohan, I.A.S.
PRINCIPAL SECRETARY TO GOVERNMENT (Endowments)
(Endowments- I, II, III, Vig.IV,).

Sri N.Srinivasulu,
Addl. Secretary to Government
(Vig.IV)

SRI B. Suryanarayana
Deputy Secretary to Government
(Endowments-I, II & III)

Sri.S.Hanumantha Rao
Assistant Secretary to Government
(Endowments-I, II & III)



CHAPTER 3
Powers and Duties of Officers and Employees
[Section 4(1)(b)(ii)]

S.No	NAME OF THE OFFICER	Designation	Subjects	Duties allotted	Powers
1.	Dr. Rajat Bhargava, I.A.S.	Special Cheif Secretary to Government (Revenue)	(1) Commercial Taxes-I (2) Commercial Taxes -II (3) Excise (4) Registration-I (5) Registration -II (6) Vigilance-II (7) Office Procedure-I (8) Office Procedure –II	He is official head of the Department. He is responsible for careful observance of the Business Rules and Secretariat Instructions in the transaction of Business in the Department. He exercise general supervision and control over the staff under him and he is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. It is his duty to take steps for the prompt dispatch of Business in the Department. One or more Additional Secretary/ Joint Secretary/ Deputy Secretary/ Assistant Secretaries of Government usually assist the Spl.C.S/ Principal Secretary to Government.	As envisaged in Business Rules and Secretariat Office Manual
2.	Smt V. Usha Rani, I.A.S.	Principal Secretary to Government (Land)	(1) Lands-I (2) Lands -II (3) Lands -III (4) Lands -IV (5) Lands –V (6) Lands-VI (7) Lands-VII (8) Lands-VIII (9) Vigilance-I (10) Vigilance-III (11) Services-I (12) Services-II (13) Services-III (14) District Administration & Land Revenue & Freedom Fighter (15) Chief Minister Relief Fund (16) P&C and IOC		
3.	Dr.G.Vani Mohan, I.A.S.	Principal Secretary to Government (Endowments)	(1) Endowments-I (2) Endowments-II (3) Endowments-III (4) Vigilance-IV		

S.No	NAME OF THE OFFICER	Designation	Subjects	Duties allotted	Powers
4.	Sri N. Srinivasulu,	Additional Secretary to Government	(1) Office Procedure-I (2) Office Procedure -II (3) Vigilance-I (4) Vigilance -II (5) Vigilance -III (6) Vigilance -IV (7) Services-I	The Additional Secretary to Government/ Joint Secretary to Government/Deputy Secretary to Government occupies a position almost identical with that of Principal Secretary / Secretary to Government in regard to subject allotted to him and can send cases for orders direct to the Minister or to the Governor. He exercises also the functions of an Additional Secretary to Government. The Principal Secretary/Secretary to Government remains responsible for the subjects allotted to the Additional Secretary to Government/Joint Secretary to Government/Deputy Secretary to Government in the Department.	As envisaged in Business Rules and Secretariat Office Manual
5.	Sri S. Venkateswarlu	Joint Secretary to Government	(1) Excise (2) Registration-I (3) Registration-II		
6.	Sri. B. Suryanarayana	Deputy Secretary to Government	(1) Endowments-I (2) Endowments-II (3) Endowments-III (4) Services-II (5) D.A. & Land Rev. & F.F. (6) Lands-V		
7.	Sri T.Pampapathi,	Deputy Secretary to Government	(1)Services-III (2)Land Resurvey. (3) Lands-IV (4)Lands-VI (5)CMRF&FWC		
8.	Sri D. Venkateswara Rao	Officer on Special Duty	1. Commercial Taxes-I 2. Commercial Taxes-II		
9.	Sri Y.V. Satya Bhaskar, O.S.D.	Officer on Special Duty	(1) Lands-I (2) Lands-II (3) Lands-III (4) Lands-VII (5) Lands-VIII		
9	Sri P. Murali Krishna Rao	Assistant Secretary to Government	1. D.A. & Land Rev. & F.F. 2. Lands-III 3. Lands-VIII	The Assistant Secretary to Government exercise control over the Sections placed in his charge with regard to dispatch of business and in regard to maintaining	

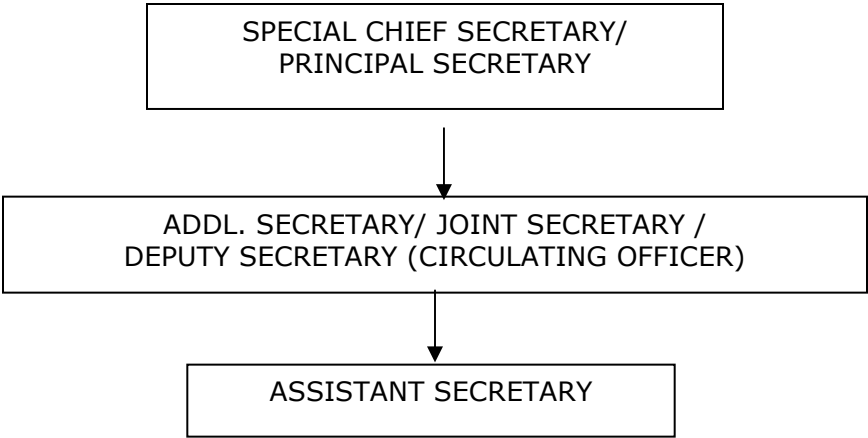
S.No	NAME OF THE OFFICER	Designation	Subjects	Duties allotted	Powers
10	Sri S. Hanumantha Rao	Assistant Secretary to Government	1. Endowment-I 2. Endowment -II 3. Endowment-III 4. Lands-V	discipline in the Sections.	
11	Smt. K. Sivaramya	Assistant Secretary to Government	1. Office Procedure -I 2. Office Procedure -II		
12	Sri G. Nagaiah	Assistant Secretary to Government	1. Registration-I 2. Registration-II		
13	Sri S. Sudhakar Reddy	Assistant Secretary to Government	1. Commercial Taxes-I 2. Commercial Taxes-II		
14	Smt. Y. Savithri	Assistant Secretary to Government	1. Services-I 2. Services -II 3. Services-III 4. Lands-VI		
15	Sri B. Suresh Babu	Assistant Secretary to Government	1. CMRF 2. P&C & IOC		
	Sri N. Srinivasa Rao	Assistant Secretary to Government	1. Excise		
16	Smt. K.S. Bhagya Rekha	Dy. Collector & Asst.Secretary to Government	1. Lands-I 2. Lands-II 3. Lands-IV 4. Lands-VII	The Section Officer is in-charge of a Section in the Department. Assistant Section Officers assist him. He is responsible all files relating to the subjects allotted to the Assistant Section Officers under him. He is directly responsible to the officers under whom he for the efficient and expeditious dispatch of business in all stages in his Section. The Training of the Assistant Section Officers is one of his principal functions.	
17	Section Officers	-	-		

S.No	NAME OF THE OFFICER	Designation	Subjects	Duties allotted	Powers
				He himself under take to deal with the more difficult or important papers. He is not expected to express his views or to suggest what orders should be passed on case when there is clear precedent or the case is of a routine nature maintain a discipline in his Sections.	
18	Assistant Section Officers	-	-	The main duties of Assistant Section Officer in a Section are to reference the communications properly and to assist the Section dealing with cases relating to his Section. He is expected to do work of a routing and mechanical nature such as maintaining prescribed Registers, typing drafts, fair copying dispatching and indexing.	

Chapter 4

Procedure followed in Decision making process
[Section 4(1) (b) (iii)]

The procedure involved in Decision making is by way of consulting the specialized Departments in that field like Finance, Public Enterprises, Law & GAD etc., circulate the files to the Ministers concerned through Chief Secretary wherever necessary. The business has to be disposed by the Spl. Chief Secretary/Secretary on all the matters based on the delegation of powers for such disposal and following the AP Government Business Rules and Secretariat instructions.



Chapter 5

**Norms set for the Discharge of Functions
[Section 4(1)(b)(iv)]**

Sl.No.	Function / Service	
I	The norms for the discharge of functions of each department are also defined in both Secretariat Office Manual and Business Rules.	
II.	The usual office hours are from 10.00. AM to 5.30 PM.	
III.	The Service delivery time frame for the services rendered by the Department are given below :-	
	Norms/ Standard of performance set	Time Frame
1.	Routine matters	3 DAYS
2.	Other than routine matters	10 DAYS (Ex: Policy decision files)
3.	Reference / Letters from Other Departments	3 DAYS (Ex. U.O. Note and Files)
4.	Other than Routine matters	7 DAYS (Ex. Policy Decision files)

Chapter-6

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions [Section 4(1) (b) (v)]

Sl. No.	Description	Gist of contents	Price of the publication if priced
	The rules, regulations, instructions, manuals and records, pertains to Revenue Department are available in website and publications:	As per prices prescribed by Law Publico, Hyd and other major publishers and also available in the link websites are given below:	
1.	The Notaries Act, 1952 (Act No. LIII of 1952).		
2.	The Andhra Pradesh Chit Funds Act, 1971 (Act No. 9 of 1971)		www.igrs.ap.gov.in
3.	The Registration Act, 1908 (Act 16 of 1908)		http://www.apbcl.gov.in/
4.	A.P (TA) Enams Abolition Act 1955-		
5.	(AA) Enam Abolition Act, 1956-		
6.	A.P Muttas Abolition, Regulation 1969.		
7.	Land Transfers regulations 1959.		
8.	The A.P. Entertainments Tax Act, 1939		www.apcommercialtaxes.gov.in
9.	The A.P. Tax on profession Act, 1987		www.apcommercialtaxes.gov.in
10.	Indian Stamps Act, 1899 and Registration Act, 1908		www.igrs.ap.gov.in
11.	A.P. Dist. Formation Act, 1974		www.apland.ap.nic.in
12.	Implementation of A.P. Tahsildars and Dy. Tahsildars (Construction of reference) Act, 1985.		
13.	APGST Act, 1957.		www.apcommercialtaxes.gov.in
14.	Matters under U.L. (C&R) Act 1976.		www.apland.ap.nic.in
15.	A.P. Value added Tax Act 2005.		
16.	A.P. Land Reforms (Ceiling on Agricultural Holdings) Act, 1973		www.apland.ap.nic.in
17.	A.P. Agricultural Land (Conversion for Non Agricultural purposes) Act, 2006 (Act NO. 3 of 2006)		www.apland.ap.nic.in
18.	A.P. Water Tax Act, 1988 (Act NO. 11 of 1988)		www.apland.ap.nic.in
19.	A.P. Revenue Recovery Act, 1864		www.apland.ap.nic.in
20.	A.P Excise Act, 1968		
21.	A.P Intoxicating Liquor (Prohibition of Advertisement) Act, 1978.		
22.	The Narcotic Drugs & Psychotropic Substances Act, 1985.		
23.	The Andhra Pradesh Charitable and Hindu Religious institutions and Endowments Act, 1987 and Rules made thereunder		http://www.apendowments.com/
24.	Rules under the Andhra Pradesh Excise Act, 1968.		
25.	A.P (Regularization of wholesale and Distribution of Indian Liquor, foreign Liquor, Wine and Beer) Rules, 1993		
26.	A.P Excise (Lease of Right to Sell Indian Liquor and Foreign liquor in Retail) Rules 1993.		
27.	A.P Excise (Indian and Foreign Liquor Retail Sale Conditions of Licenses) Rules 1993.		http://www.apbcl.gov.in/
28.	A.P Excise (Lease of Right to Sell Indian Liquor and Foreign liquor and Beer in Retail under IL-24 license) Rules, 1998		
29.	A.P Excise (Lease of Right to Sell Liquor in Retail) Rule, 1969		
30.	A.P Excise (Arrack and Toddy licenses general Conditions) Rules 1969.		

31.	A.P Excise (Tapping of Trees and Toddy Shops-m Special Conditions of License) Rules 1969.		
32.	A.P Excise (Appeal and Revision) Rules, 1969.		
33.	A.P Excise Tree Owner's rent Rules 1968.		
34.	A.P Excise (Intimation of unwillingness to Tap the Excise Trees) Rules, 1974.		
35.	A.P Excise (Compounding of Offences) Rules, 1973.		
36.	A.P Excise (Disposal of Confiscated and other Articles) Rules.		
37.	A.P Excise (Regulation of Drawal and Sales of Neera) Rules		
38.	A.P Excise (Grant of Expences) Rule, 1971.		
39.	A.P Excise (Issue of Duplicate Licences and Permits) Rules, 1969		
40.	A.P Excise (Levy of Interest on government Dues) Rules, 1982		
41.	A.P Excise (Powers and Duties) Rules, 1972.		
42.	A.P Excise (Transportation of Maximum Quantity of Intoxicants) Rules 1972.		

	OTHER RULES		
1.	The Andhra Pradesh Chit Fund Rules, 1971.		www.igrs.ap.gov.in
2.	Andhra Pradesh Rules under The Registration Act, 1986. The Indian Stamp Rules, 1925 (As applicable in AP).		www.igrs.ap.gov.in
3.	A.P. Value added Tax Rules, 2005.		
4.	A.P. Land Reforms (Ceiling on Agricultural Holdings) Rules, 1974		www.igrs.ap.gov.in

Chapter 7

Categories of Documents held by the Public Authority under its Control

[Section 4(1)(b) vi]

Sl.No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1.	Government Order (MS)		Routine documents are available in this department and permanent / old documents (Old records) are available with General Administration (CRB) Deptt., for retention. The retention and distruction of records shall be regulated as per Secretariat Office Mannual. G.O.Ms. and Rts are available in www.aponline.gov.in in respect of subjects of Revenue Department.
2.	Government Order (RT)		
3.	Memo		
4.	Letter		
5.	U.O. Note		
6.	Office Order (MS)		
7.	Office Order (RT)		
8.	Endorsement		
9.	D.O. Letter		

Chapter 8

Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or implementation thereof

[Section 4(1)(b)(vii)]

Sl. No.	Function / Service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation.
The public who are aggrieved in the delay of issue of order at Government Level may approach any Officer from the rank of Assistant Secretary to Government and above. The department’s staff are not allowed to entertain any visitors who come for their personal work. Therefore, the consultation with public representation is not relevant to Secretariat departments in General and Revenue in particular.			

Chapter 9

**Boards, Councils, Committees and other Bodies
Constituted as part of Public Authority**

[Section 4(1)(b) viii]

Name of the Board, Council, Committee etc.	Composition	Powers & Functions	Whether its Meetings open to Public/Minutes of its meetings accessible for Public
The constitution of boards and councils and committees that are relevant to the public is un-common for the departments in Secretariat including Revenue Department, since the business carried out in Secretariat does not directly deal for public. The policies will be decided and are placed before legislature and after that they take form into Acts. The Heads of Departments under the administrative control of different departments in Secretariat give directions for the subordinate offices for implementation, overseeing and monitoring of works related to public as per the Acts and Rules. The Secretariat is merely confined in policy making and overseeing of the administration of the State through Heads of Departments and hence it does not directly deal with the public.			

Chapter 10
Directory of Officers and Employees
[Section 4 (1) (b) (ix)]

Name of office/ administrative Unit	Sl. No.	Name of Officer	Designation	Address	Mobile No	Office No. (Code: 0863)	Residence No.	Extn.No.	Room No.
Revenue Department A.P. Secretariat, Velagapudi.	1.	Dr. Rajat Bhargava, I.A.S.	Special Chief Secretary to Government (Revenue)	4 th Building Ground floor		2444556			134
	2.	Smt. V. Usha Rani, I.A.S.	Principal Secretary to Government (Land & DM)	4 th Building Ground floor	7997953200	2444558			135
	3.	Dr.G.Vani Mohan, I.A.S.	Principal Secretary to Government (Endowments)	4 th Building Ground floor					136
	4.	Sri Y.V. Satya Bhaskar	Officer on Special Duty	4 th Building Ground floor	7997953205	2444578		-	138
	5.	Sri N. Srinivasulu	Additional Secretary to Government	4 th Building Ground floor	7997953201	2444567			
	6.	Sri S. Venkateswarlu	Joint Secretary to Government	4 th Building Ground floor	7799887555	2444566	-	-	147
	7.	Sri B. Suryanarayana	Deputy Secretary to Government	4 th Building Ground floor		2444560	-	-	148
	8.	Sri T. Pampapathi	Deputy Secretary to Government	4 th Building Ground floor			-	-	-
	9.	Sri D.Venkateswara Rao	Officer on Special Duty	4 th Building Ground floor		2444564	-	-	146
	10.	Sri P. Murali Krishna Rao	Asst.Secretary to Government	4 th Building Ground floor	7997953209	2444551	-	-	155
	11.	Sri S.Hanumantha Rao	Asst.Secretary to Government	4 th Building Ground floor	7997953211	2444562	-	-	156
	12.	Smt. K. Siva Ramya	Asst.Secretary to Government	4 th Building Ground floor	7997953212	2444556	-	-	157
	13.	Smt.Y. Savithri	Asst.Secretary to	4 th Building	7997953210	2444456	-	-	151

Name of office/ administrative Unit	Sl. No.	Name of Officer	Designation	Address	Mobile No	Office No. (Code: 0863)	Residence No.	Extn.No.	Room No.
			Government	Ground floor					
	14.	Sri G. Nagaiah	Asst.Secretary to Government	4 th Building Ground floor		2444565	-	-	153
	15.	Sri S.Sudhakar Reddy	Asst.Secretary to Government	4 th Building Ground floor	7997953206	2444456	-	-	144
	16.	Smt. K.S. Bhagyarekha	Dy.Collector & Asst.Secretary to Government	4 th Building Ground floor					149
	17.	Sri B.Suresh Babu	Asst.Secretary to Government	4 th Building Ground floor	7997953245	2444563			154
	18.	Sri N.Srinivasa Rao	Asst.Secretary to Government	4 th Building Ground floor	7997953207	2444554			150
	19.	Sri G. Ramesh Kumar	Section Officer	--do--	7997953242	2444006			137
	20.	Sri D. Dhana Raju	Section Officer	--do--	7997953219	2444045			- do -
	21.	Sri K. Prabhakara Rao	Section Officer	--do--		2444034			- do -
	22.	Sri M. Upendra	Section Officer	--do--	7997953225	2444089			- do -
	23.	Sri G. Veerasena	Section Officer	--do--	7997953234	2444073			- do -
	24.	Sri R. Madhusudhan Reddy	Section Officer	--do--	7997953216	2444420			- do -
	25.	Sri M. Subba Raju	Section Officer	--do--	7997953230	2444017			- do -
	26.	Sri T. Jagadish	Section Officer	--do--	7997953221	2444000			- do -
	27.	Sri C. Vasudeva Rao	Section Officer	--do--		2444094			- do -
	28.	Sri K.V. Krishnaiah	Section Officer	--do--		2444078			- do -
	29.	Sri B.D.V. Prasad	Section Officer	--do--	7997953227	2444427			- do -
	30.	Sri S.E. Aravind	Section Officer	--do--		2444001			- do -
	31.	Sri Gangarapu Venkateswarlu	Section Officer	--do--	7997953220	2444039			- do -
	32.	VACANT	Section Officer	--do--		2444090			- do -
	33.	Sri Shaik Maseer Ahmed	Section Officer	--do--	7997953233	2444422			- do -
	34.	Sri R. Subrahmanya Kumar	Section Officer	--do--	7997953229	2444014			- do -
	35.	Sri B. Linga Reddy	Section Officer	--do--	7997953214	2444047			- do -
	36.	Sri A. Balaji Kumar	Section Officer	--do--	7997953239	2444041			- do -
	37.	Sri N. Chandra Sekhar Rao	Section Officer	--do--	7997953223	2444043			- do -
	38.	Sri N. Prasad	Section Officer	--do--	7997953213	2444038			- do -
	39.	Sri R. Vijay Kishore	Section Officer	--do--	7997953224	2444022			- do -
	40.	Sri A.V. Narasimha Rao	Section Officer	--do--	7997953231	2444032			- do -

Name of office/ administrative Unit	Sl. No.	Name of Officer	Designation	Address	Mobile No	Office No. (Code: 0863)	Residence No.	Extn.No.	Room No.
	41.	Sri K.V. Rama Mohan	Section Officer	--do--	7997953234	2444042			- do -
	42.	Sri O. Gundu Rao	Section Officer	--do--	7997953235	2444030			- do -
	43.	Sri K.Sreenath	Section Officer	--do--	7997953221	2444074			- do -
	44.	Sri M.Pushkarudu	Section Officer	--do--	7997953227	2444010			- do -
	45.	Sri G. Satish Babu	Section Officer	--do--	7997953238	2444046			- do -
	46.	Sri D. Bala Satyanarayana	Section Officer	--do--	7997953226	2444002			- do -
	47.	Smt. P. Surya Kumari	P.S.	--do--		2444558			136
	48.	Kum. D. Dhanalakshmi	P.S.	--do--		2444548			134
	49.	VACANT	P.S.	--do--					
	50.	Sri Srinivasa Rao	Assistant Audit Officer	--do--					137
	51.	Smt. Y. Sirisha Padma	Asst. Section Officer	--do--					-do-
	52.	VACANT							
	53.	Sri Y. Narendra	Asst. Section Officer	--do--					- do -
	54.	VACANT							
	55.	Smt. G. Lakshmi	Asst. Section Officer	--do--					- do -
	56.	VACANT							
	57.	Sri G. Srinivasa Rao	Asst. Section Officer	--do--					- do -
	58.	VACANT							
	59.	Smt.Ch. Sirisha	Asst. Section Officer	--do--					- do -
	60.	Kum. Ch. Gayathri	Asst. Section Officer	--do--					- do -
	61.	Smt. M. Padmaja	Asst. Section Officer	--do--					- do -
	62.	VACANT							
	63.	Sri Md. Altaf Hussain	Asst. Section Officer	--do--					- do -
	64.	VACANT							
	65.	Smt. M. Chaitanya	Asst. Section Officer	--do--					- do -
	66.	Sri A. Srinivasa Rao	Asst. Section Officer	--do--					- do -
	67.	Sri K. Sai Abhijith	Asst. Section Officer	--do--					- do -
	68.	Sri T. Srinivasa Rao	Asst. Section Officer	--do--					- do -
	69.	VACANT	Asst. Section Officer	--do--					- do -
	70.	Sri Shaik Abdul Jaleel	Asst. Section Officer	--do--					- do -
	71.	VACANT	Asst. Section Officer	--do--					- do -
	72.	Sri G. Raghu Ram	Asst. Section Officer	--do--					- do -
	73.	Kum. V. Hima Bindu	Asst. Section Officer	--do--					- do -

Name of office/ administrative Unit	Sl. No.	Name of Officer	Designation	Address	Mobile No	Office No. (Code: 0863)	Residence No.	Extn.No.	Room No.
	74.	Smt. J. Saileela	Asst. Section Officer	--do--					- do -
	75.	Sri K. Kareem Chowdary	Asst. Section Officer	--do--					- do -
	76.	Sri V. Krishna Mohan Reddy	Asst. Section Officer	--do--					- do -
	77.	Smt. P. Umamaheswari	Asst. Section Officer	--do--					- do -
	78.	Sri N. Satyanarayana Reddy	Asst. Section Officer	--do--					- do -
	79.	Sri M. Ramesh	Asst. Section Officer	--do--					- do -
	80.	VACANT	Asst. Section Officer	--do--					- do -
	81.	Smt. B. Bharati	Asst. Section Officer	--do--					- do -
	82.	VACANT	Asst. Section Officer	--do--					- do -
	83.	Smt. A. Satyavathi	Asst. Section Officer	--do--					- do -
	84.	VACANT	Asst. Section Officer	--do--					- do -
	85.	Sri A. Sai Kumar	Asst. Section Officer	--do--					- do -
	86.	VACANT	Asst. Section Officer	--do--					- do -
	87.	VACANT	Asst. Section Officer	--do--					- do -
	88.	Sri G. Narayana	Asst. Section Officer	--do--					- do -
	89.	Sri N. Siva Ramaiah	Asst. Section Officer	--do--					- do -
	90.	Sri P. Krishna Mohan Reddy	Asst. Section Officer	--do--					- do -
	91.	Kum. R. Vineela	Asst. Section Officer	--do--					- do -
	92.	Smt. V. Adilakshmi	Asst. Section Officer	--do--					- do -
	93.	Vacant	Asst. Section Officer	--do--					- do -
	94.	Sri Ch. Venkata Naidu	Asst. Section Officer	--do--					- do -
	95.	Vacant	Asst. Section Officer	--do--					- do -
	96.	Vacant	Asst. Section Officer	--do--					- do -
	97.	Vacant	Asst. Section Officer	--do--					- do -
	98.	Sri V. Raju	Asst. Section Officer						
	99.	Vacant	Asst. Section Officer	--do--					- do -
	100.	Smt. G. Vijaya Jyothi	Asst. Section Officer	--do--					- do -
	101.	Vacant	Asst. Section Officer	--do--					- do -
	102.	Sri G. Ravindra Varma	Asst. Section Officer	--do--					- do -
	103.	Sri K. Abhinesh	Asst. Section Officer	--do--					- do -
	104.	Sri K. Gautam	Asst. Section Officer	--do--					- do -
	105.	Vacant	Asst. Section Officer	--do--					- do -
	106.	Smt. Aparna Bai	Special Category Steno	--do--					141
	107.	VACANT	Special Category Steno	--do--					140

Name of office/ administrative Unit	Sl. No.	Name of Officer	Designation	Address	Mobile No	Office No. (Code: 0863)	Residence No.	Extn.No.	Room No.
	108.	VACANT	Special Category Steno	--do--					139
	109.	VACANT	Typist – cum- Asst.	--do--					137
	110.	VACANT	Section Asst. Gr-I	--do--					-do-
	111.	VACANT	Section Asst. Gr-I	--do--					--do--
	112.	Sri N. Rajendra Prasad	DR&T Asst	--do--					--do--
	113.	VACANT	DR&T Asst	--do--					--do--
	114.	VACANT	DR&T Asst	--do--					--do--
	115.	VACANT	DR&T Asst	--do--					--do--
	116.	VACANT	Record Assistant	--do--					--do--
	117.	VACANT	Record Assistant	--do--					--do--
	118.	VACANT	Record Assistant	--do--					--do--
	119.	VACANT	Record Assistant	--do--					--do--
	120.	VACANT	Record Assistant	--do--					--do--
	121.	VACANT	Record Assistant	--do--					--do--
	122.	VACANT	Record Assistant	--do--					--do--
	123.	VACANT	Driver	--do--					--do--
	124.	VACANT	Driver	--do--					--do--
	125.	VACANT	Driver	--do--					--do--
	126.	VACANT	Driver	--do--					--do--
	127.	VACANT	Driver	--do--					--do--
	128.	Vacant	Jamedar	--do--					--do--
	129.	Vacant	Jamedar	--do--					--do--
	130.	Vacant	Jamedar	--do--					--do--
	131.	VACANT	Dafedar	--do--					--do--
	132.	M.Ravinder	Dafedar	--do--					--do--
	133.	VACANT	Office Subordinate	--do--					--do--
	134.	VACANT	Office Subordinate	--do--					--do--
	135.	VACANT	Office Subordinate	--do--					--do--
	136.	VACANT	Office Subordinate	--do--					--do--
	137.	VACANT	Office Subordinate	--do--					--do--
	138.	VACANT	Office Subordinate	--do--					--do--
	139.	VACANT	Office Subordinate	--do--					--do--
	140.	VACANT	Office Subordinate	--do--					--do--
	141.	VACANT	Office Subordinate	--do--					--do--

Name of office/ administrative Unit	Sl. No.	Name of Officer	Designation	Address	Mobile No	Office No. (Code: 0863)	Residence No.	Extn.No.	Room No.
	142.	VACANT	Office Subordinate	--do--					--do--
	143.	VACANT	Office Subordinate	--do--					--do--
	144.	Vacant	Office Subordinate	--do--					--do--
	145.	VACANT	Office Subordinate	--do--					--do--
	146.	VACANT	Office Subordinate	--do--					--do--
	147.	VACANT	Office Subordinate	--do--					--do--
	148.	VACANT	Office Subordinate	--do--					--do--
	149.	VACANT	Office Subordinate	--do--					--do--
	150.	VACANT	Office Subordinate	--do--					--do--
	151.	VACANT	Office Subordinate	--do--					--do--
	152.	VACANT	Office Subordinate	--do--					--do--
	153.	VACANT	Office Subordinate	--do--					--do--
	154.	VACANT	Office Subordinate	--do--					--do--
	155.	VACANT	Office Subordinate	--do--					--do--
	156.	VACANT	Office Subordinate	--do--					--do--
	157.	Vacant	Office Subordinate	--do--					--do--
	158.	Vacant	Scavenger	--do--					--do--
	159.	Vacant	Sweeper	--do--					--do--
	160.	Vacant	Sweeper	--do--					--do--

Chapter 11
Monthly Remuneration received by Officers and Employees
[Section 4 (1) (b) (x)]

Sl.No.	Name of the Officer Smt./Sri	Designation	Pay in (Rs.)
1.	Dr. Rajat Bhargava, I.A.S.	Special Chief Secretary to Government (CT, EXCISE & R&S)	2,25,000
2.	Smt. V. Usha Rani, I.A.S.	Principal Secretary to Government (Land & DM)	2,11,300
3.	Dr.G.Vani Mohan, I.A.S.	Principal Secretary to Government (Endowments)	1,99,100
4.	Sri Y.V. Satya Bhaskar	Officer on Special Duty	----
5.	Sri N. Srinivasulu	Additional Secretary to Government	89290/-
6.	Sri S. Venkateswarlu	Joint Secretary to Government	80930/-
7.	Sri B. Suryanarayana	Deputy Secretary to Government	75150/-
8.	Sri T. Pampapathi	Deputy Secretary to Government	64670/-
9.	Sri D.Venkateswara Rao	Officer on Special Duty	-----
10.	Smt. K.S. Bhagya Rekha	Deputy Collector & Assistant Secretary to Government	69750/-
11.	Sri P. Murali Krishna Rao	Assistant Secretary to Government	69750/-
12.	Sri S. Hanumantha Rao	Assistant Secretary to Government	63010/-
13.	Smt. K. Siva Ramya	Assistant Secretary to Government	61450/-
14.	Smt. Y. Savithri	Assistant Secretary to Government	63010/-
15.	Sri S. Sudhakar Reddy	Assistant Secretary to Government	64670/-
16.	Sri G. Nagaiah	Assistant Secretary to Government	61450/-
17.	Sri B. Suresh Babu	Assistant Secretary to Government	59890/-
18.	Sri N. Srinivasa Rao	Assistant Secretary to Government	63010/-
19.	Sri G. Ramesh Kumar	Section Officer	40270/-
20.	Sri D. Dhana Raju	Section Officer	42490/-
21.	Sri K. Prabhakara Rao	Section Officer	53950/-
22.	Sri M. Upendra	Section Officer	42490/-
23.	Sri G. Veerasena	Section Officer	47330/-
24.	Sri R. Madhusudhan Reddy	Section Officer	53950/-
25.	Sri M. Subba Raju	Section Officer	55410/-
26.	Sri T. Jagadish	Section Officer	47330/-
27.	Sri C. Vasudeva Rao	Section Officer	44870/-
28.	Sri K.V. Krishnaiah	Section Officer	49870/-
29.	Sri B.D.V. Prasad	Section Officer	39160/-
30.	Sri S.E. Aravind	Section Officer	49870/-
31.	Sri Gangarapu Venkateswarlu	Section Officer	49870/-
32.	Sri Shaik Maseer Ahmed	Section Officer	51230/-
33.	Sri R. Subrahmanya Kumar	Section Officer	42490/-
34.	Sri B. Linga Reddy	Section Officer	37100/-
35.	Sri A. Balaji Kumar	Section Officer	49870/-
36.	Sri N. Chandra Sekhar Rao	Section Officer	53950/-
37.	Sri N. Prasad	Section Officer	39160/-
38.	Sri R. Vijay Kishore	Section Officer	47330/-
39.	Sri A.V. Narasimha Rao	Section Officer	49870/-
40.	Sri K.V. Rama Mohan	Section Officer	42490/-
41.	Sri O. Gundu Rao	Section Officer	53950/-
42.	Sri K.Sreenath	Section Officer	43680/-
43.	Sri M.Pushkarudu	Section Officer	49870/-
44.	Sri G. Satish Babu	Section Officer	42490/-
45.	Sri D. Bala Satyanarayana	Section Officer	55410/-
46.	Smt. P. Surya Kumari	P.S.	61450/-
47.	Sri K. Srinivasa Rao	Asst. Audit Officer(CMRF)	53950/-
48.	Kum. C. Dhanalakshmi	P.S.	41380/-
49.	Smt. Y. Sirisha Padma	Asst. Section Officer	33220/-
50.	Sri Y. Narendra	Asst. Section Officer	26600/-
51.	Smt. G. Lakshmi	Asst. Section Officer	37100/-
52.	Sri G. Srinivasa Rao	Asst. Section Officer	51230/-
53.	Smt. Ch. Sirisha	Asst. Section Officer	42490/-
54.	Kum. Ch. Gayathri	Asst. Section Officer	26600/-
55.	Smt. M. Padmaja	Asst. Section Officer	37100/-
56.	Sri Md. Altaf Hussain	Asst. Section Officer	38130/-
57.	Smt.M.Chaitanya	Asst. Section Officer	37100/-
58.	Sri A. Srinivasa Rao	Asst. Section Officer	38130/-
59.	Sri K. Abhijith	Asst. Section Officer	26600/-
60.	Sri T. Srinivasa Rao	Asst. Section Officer	33220/-
61.	Sri Shaik Abdul Jaleel	Asst. Section Officer	41380/-

Sl.No.	Name of the Officer Smt./Sri	Designation	Pay in (Rs.)
62.	Sri G. Raghu Ram	Asst. Section Officer	42490/-
63.	Smt. J. Saileela	Asst. Section Officer	33220/-
64.	Kum. V. Hima Bindu	Asst. Section Officer	26600/-
65.	Sri K. Kareem Chowdary	Asst. Section Officer	27360/-
66.	Sri V. Krishna Mohan Reddy	Asst. Section Officer	38130/-
67.	Smt. P. Umamaheswari	Asst. Section Officer	27360/-
68.	Sri N. Satyanarayana Reddy	Asst. Section Officer	26600/-
69.	Sri M. Ramesh	Asst. Section Officer	42490/-
70.	Smt. B. Bharati	Asst. Section Officer	37100/-
71.	Smt. A. Satyavathi	Asst. Section Officer	35120/-
72.	Sri A.Sai Kumar	Asst. Section Officer	33220/-
73.	Sri G. Narayana	Asst. Section Officer	33220/-
74.	Sri N. Siva Ramaiah	Asst. Section Officer	28120/-
75.	Sri P. Krishna Mohan Reddy	Asst. Section Officer	28120/-
76.	Kum. R. Vineela	Asst. Section Officer	27360/-
77.	Smt. V. Adilakshmi	Asst. Section Officer	37100/-
78.	Sri Ch. Venkata Naidu	Asst. Section Officer	26600/-
79.	Sri V. Raju	Asst. Section Officer	26600/-
80.	Smt. Vijaya Jyothi	Asst. Section Officer	33220/-
81.	Sri G. Ravindra Varma	Asst. Section Officer	26600/-
82.	Sri K. Abhinesh	Asst. Section Officer	26600/-
83.	Sri K. Gautam	Asst. Section Officer	40270/-
84.	Smt. Aparna Bai	Special Category Stenographer	32340/-
85.	Sri N. Rajendra Prasad	DR&T Asst	21230/-
86.	M.Ravinder	Dafedar	42490/-

Chapter 12

**Budget Allocated to Each Agency including Plans etc.
[Section 4(1)(b) (xi)]**

NON-PLAN

The estimate of the amounts for expenditure in 2021-22 under non-plan in respect of the Revenue Department in Andhra Region is as follows:

(Rupees in Lakhs)

Sl. No	Department	Head of Account	B.E. 2021-22
1.	Revenue, Secretariat	2052-Secretariat General Services	

This information is available in the budget book for the financial year 2020-21 on the website:

<http://www.apfinance.gov.in/budget.html>

CHAPTER-13

Section 4 (1) (b) (xii)

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING
THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF
SUCH PROGRAMMES.**

NIL

CHAPTER-14

Section 4 (1) (b) (xiv)

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM

The information is available in the following website
<http://www.aponline.gov.in/> **(Please refer to the Revenue Department link)**

CHAPTER-15

Section 4 (1) (b) (xv)

The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.

Whichever information available with the Government in Electronic format has been hosted on the website of (<http://www.aponline.gov.in>). this information can be downloaded by the citizens from this website at free of cost.

In addition to the above, visitors with any problems are welcome between 3 PM TO 5 PM each day to meet any of the designated officials i.e Assistant Secretary and above category officers of Revenue Department in Secretariat, Hyderabad .

CHAPTER-16

Section 4 (1) (b) (xvii)

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE
THESE PUBLICATIONS EVERY YEAR

- - -

NIL

Chapter 17

Various subjects of the Departments have been allotted to the sections of the Departments as below:
[Section 4 (1) (b) (xvii)]

Sl. No.	Name of the Section	A.S.O	Subject Allotted
1	Services-I	ASO-1	Service matters of Deputy Collectors in the State
		ASO-2	Service matters of Special Grade Deputy Collectors & AJCs.
2	Services-II	ASO-1	All Service matters Deputy M.R.O.s The establishment of O/o the CCLA., All the matters relating to the demands of A.P Revenue Services Association. Issue of Caste Certificate by the M.R.Os
		ASO-2	Service matters of Class IV up to Tahsildars in the State.
3	Services-III	ASO-1	Service matters of all Ex-Village Assistants V.A.Os in the Andhra Area, A.P. Village Administrative Officers Service 1992 – Policy matters of creation posts of V.A.Os in A.P. State Service matters of Ex-Village Assistants /Village Servants/VAO/VRO in the State.
		ASO-2	Service matters relating to Employees of Survey & Settlement – Gazetted Non-Gazetted Officers of Survey & Land Records Department.
4	Vigilance-I	ASO-1	All Disciplinary Cases & ACB Cases of all Deputy Collectors & Spl. Grade Dy. Collectors and AJC in 9 Coastal Districts.
		ASO-2	All Disciplinary & ACB Cases of all Deputy Collectors in 4 Rayalaseema Districts. And all Disciplinary ACB Cases of Survey & Settlements.
5	Vigilance-II	ASO-1	All Disciplinary Cases & All Criminal / Corruption (ACB, CID, V&E) Cases, disciplinary cases in respect of all employees from Attender to Additional I.G. including retired employees of Registration & Stamps Department from Srikakulam to Guntur Districts (7 Districts).
		ASO-2	All Disciplinary Cases & All Criminal / Corruption (ACB, CID, V&E) Cases, disciplinary cases in respect of all employees from Attender to Additional I.G. including retired employees of Registration & Stamps Department of 6 Districts i.e.Prakasam, Nellore&Rayalaseema Districts.
		ASO-3	All Disciplinary & ACB Cases Commercial Taxes of all Gezatted Officers, Non-Gazetted Officers and Office Procedures (Revenue Secretariat).
6	Vigilance-III	ASO-1	All Disciplinary Cases & ACB Cases relating to matters of MRIs /Sr.Assistants / Jr.Assistants / Village Revenue Officers.
		ASO-2	All Disciplinary Cases & ACB Cases of all Tahsildars relating to all Districts & of All Deputy Tahsildars
7	Vigilance-IV	ASO-I	All Disciplinary Cases & ACB Cases of Endowments including appeals in respect of Disciplinary cases under Act 30/87.
		ASo-2	All Disciplinary Cases & ACB Cases of Excise relating to non-gazetted, gazetted and All Disciplinary/ACB Cases.
8	Lands-I	ASO-1	All Policy matters pertaining to Land and house sites- related to Koneru Ranga Rao Policy matters
		ASO-2	All land matters related to assignment, alienations, transfers, leases, encroachments, acquisitions, inams, estates, ROR, land records, land survey etc. pertaining to VISAKHAPATNAM DISTRICT
9	Lands-II	ASO-1	All land matters related to assignment, alienations, transfers, leases, encroachments, acquisitions, inams, estates, ROR, land records, land survey etc. pertaining to SRIKAKULAM DISTRICT
		ASO-2	All land matters related to assignment, alienations, transfers, leases, encroachments, acquisitions, inams, estates, ROR, land records, land survey etc. pertaining to VIZIANAGARAM DISTRICT
10	Lands-III	ASO-1	All land matters related to assignment, alienations, transfers, leases, encroachments, acquisitions, inams, estates, ROR, land records, land survey etc. pertaining to EAST GODAVARI DISTRICT
		ASO-2	All land matters related to assignment, alienations, transfers, leases, encroachments, acquisitions, inams, estates, ROR, land records, land survey etc. pertaining to WEST GODAVARI DISTRICT
11	Lands-IV	ASO-1	All land matters related to assignment, alienations, transfers, leases, encroachments, acquisitions, inams, estates, ROR, land records, land survey etc. pertaining to KRISHNA DISTRICT
		ASO-2	Matters pertaining to ULC, Central and State Special Projects, DILRMP,

Sl. No.	Name of the Section	A.S.O	Subject Allotted
			Build Andhra, Other miscellaneous matters
12	Lands-V	ASO-1	All land matters related to assignment, alienations, transfers, leases, encroachments, acquisitions, inams, estates, ROR, land records, land survey etc. pertaining to GUNTUR DISTRICT
		ASO-2	All land matters related to assignment, alienations, transfers, leases, encroachments, acquisitions, inams, estates, ROR, land records, land survey etc. pertaining to PRAKASAM DISTRICT
13	Lands-VI	ASO-1	All land matters related to assignment, alienations, transfers, leases, encroachments, acquisitions, inams, estates, ROR, land records, land survey etc. pertaining to NELLORE DISTRICT
		ASO-2	All land matters related to assignment, alienations, transfers, leases, encroachments, acquisitions, inams, estates, ROR, land records, land survey etc. pertaining to YSR KADAPA DISTRICT
14	Lands-VII	ASO-1	All land matters related to assignment, alienations, transfers, leases, encroachments, acquisitions, inams, estates, ROR, land records, land survey etc. pertaining to KURNOOL DISTRICT
		ASO-2	All land matters related to assignment, alienations, transfers, leases, encroachments, acquisitions, inams, estates, ROR, land records, land survey etc. pertaining to ANANTHAPURAMU DISTRICT
15	Lands-VIII	ASO-I	All land matters related to assignment, alienations, transfers, leases, encroachments, acquisitions, inams, estates, ROR, land records, land survey etc. pertaining to CHITTOOR DISTRICT
16	OP.I	ASO-1	All Service matters of Section Officers, Asst. Secretaries and Dy. Secretaries (Non-Cadre) Medical Reimbursement of Retd Employees of Revenue Department
		ASO-2	Service matters of Asst. Section Officers, TCAs, Stenos Loans and advances of staff etc. Out Sourcing Agencies and other miscellaneous
17	OP.II	ASO-1	All matters relating to pay bills/ contingencies bills of Gazetted and Non – Gazetted Officers
		ASO-2	Service matters of Class-IV employees – purchase of Stationery, Stores– allotment of funds to HODs for HBA etc., Misc., Arrangements of Attenders and Drivers etc.,
18	P&C & IOC	ASO-1	CMPs – P.A.C references and Legislative matters–chasing cell and computer work. Miscellaneous–Coordination work including Collectors conference.
		ASO-2	Receiving and Dispatching of Currents, letters, representations etc. of RTI ACT consolidated work and representations received under SPANDANA and consolidated reports work.
19	CMRF & FWC weavers support package	ASO-1	CMRF–Receiving of orders of Hon’ble C.M. in Shape of CMPs about sanction of Financial Assistants formed. treatment in recognized hospitals–Release of Ex-gratia the rough Dist. Collectors Registration of CMPs in permanent register and recording of updated entries about issue of LOAs/Cheques etc.-Preparation of LOAs and issue to respective hospitals – Drafting of Memos to Collectors for release of Ex-gratia/Financial Assistance and further action thereon Maintenance of PR and various Stock Files & Custodian of all pending files and Disposals.
		ASO-2	Farmer Welfare Cell – Reimbursement of financial assistance to 13 Districts in the State under G.O.Ms.No.421, Revenue (DA.II) Dept., dt.01.06.2004 to the families of farmer who committed suicides due to Agrarain reasons Relief- Suicidal deaths of weavers – Special Package to support families – Economic support and rehabilitation package to the family of deceased weavers on par with the farmers orders
20	Excise	ASO-1	Gazetted & Non-Gazetted Establishment of A.P. Excise service and Misc. matters. A.P. Excise Service Rules. Non-Gazetted Estt., of Excise sub-ordinate services – Last Grade and Ministerial services of Excise Dept., Toddy Shops of the entire State – Excise Policy – Matters relating to A.P.G.P.S.A.Ss Act and rules relating to lease of Toddy and Arrack shops – Sanction of Exgratia payment to the tappers – Matters relating to Excise Arrears. Distilleries and Breweries –IL-17 Licenses.

Sl. No.	Name of the Section	A.S.O	Subject Allotted
		ASO-2	All non-service matters relating to commissioner of Prohibition and Excise- Revision petition of Retail outlets of IL-24 shops-I.D. liquor/Cultivation of Ganza cases – Confiscation of Vehicles. Arrack shops of entire State – Public Accounts Committee matters – Budget – Review on Excise collections – Service matters relating to A.P.B.C.L. and Misc. matters.
21	Registration-I	ASO-1	Service matters relating to Registration sub-ordinates services – All non-Gazetted services Budget relating to the Regn. Dept., and Registration Act, 1908 and Rules.
		ASO-2	Gazetted service matters of the Regn. & Stamps Dept., - Matters relating to Indian Stamps Act, 1899
22	Registration-II	ASO-1	Notaries Act – Sanction of temporary staff and continuation proposals – Exemption of stamp duty.- appointment of Notaries, Societies Registration, Chit Fund Act.
		ASO-2	Draft Audit paras – PAC reports–Cases relating to Buildings of Regn., Dept., Estt., matters of document writers and class-IV Employees and matters relating to Stamp Vendors – Estt., matters of Temp. Section Writers Stamp Vendors.
23	Commercial Taxes-I	ASO-1	APCT service Rules & subordinate service Rules – State Rules – Service matters of ACTO, C.T.Os & above, and also DCTOs. & all matters related to PAC – Draft Audit paras (CAG).
		ASO-2	All Administrative matters of CT Dept., Rents/ Vehicles/ Check posts – Budget. A.P. Ministerial Service matters i.e., Ministerial establishment in the Office of the CCT/State and Subordinate Officers together with the class-IV Estt
24	Commercial Taxes-II	ASO-1	APGST Act, 1957 – Representation for exemption/ reduction of the rate of tax under the act – Proposals for amendments in Act. Entry tax Act & Allied matters– General correspondence under APGST-LAQ – SNQ under APGST.
		ASO-2	Evasion of Tax under APGST Act – Writ petitions connected with APGST & APET Acts – Central Sales Tax – Capitation Tax – Horse Racing & Betting & Misc. matters – The A.P. entertainments Tax Act, 1939 – The A.P. Tax on profession Act, 1987 – The A.P. Tax on Luxuries in Hostels & Lodging House Act, 1987 – Review of DCBs – Miscellaneous.
25	Endowments-I	ASO-1	Service of Gazetted and Non-Gazetted Officers and E.Os of Endowments Dept., including Estt. of Commissioner of Endowments Office (other than ACB cases)
		ASO-2	Service matters of Executive Officers Grade-I to V – Acts & Rules and Amendments of A.P. Charitable & Hindu Religious Institutions and Endowments Act 30/87 except Chapter relating to TTD, PAC Audit Budget and Miscellaneous matters
26	Endowments-II	ASO-1	Temple Administration of Srikakulam, Visakhapatnam, Vijayanagaram, East Godavari, West Godavari, Krishna, Guntur Districts and Miscellaneous matters.
		ASO-2	Temple Administration of Rayalaseema Districts and Nellore & Prakasam District & General matters and C.G.F.
27	Endowments-III	ASO-1	T.T.D. Establishment, budget – Sanction of Medical Reimbursement – land acquisition – Fares & Festivals – Constructions of Kalyana Mandapams – Appeals other than disciplinary cases under Act No.30/87-Miscellaneous, Amendment.
		ASO-2	T.T.D Establishment- Temporary Establishment –Creation of posts and other allied service matters-Suits- Policy matters.
28	Dist. Administratio	ASO-1	District Administration– Temporary Staff Continuation – Telephones – Motor Vehicles – Stationary Etc., Budget release under 2053 –

Sl. No.	Name of the Section	A.S.O	Subject Allotted
	n &Land Rev. & Freedom Fighters		District Administration Guest Houses under Rev.Dept– Construction of integrated office complex at District/ Division/ Mandal level. Jurisdiction of Mandals, Divisions and all Districts in the state and also change of boundaries etc., under A.P.District Formation Act,1974, implementation of A.P.Tahsildars and Deputy Tahsildars (Construction of reference) Act, 1985. All Freedom Fighters Pension cases of State Govt., as well as Central Govt., of entire State
		ASO-2	Non-Agriculture Land Assessment–(Record of Rights) Embezzlement of Govt. Money–Water cess–Collection of Water Rates Drainages Cess – Drainage maintenance fee – irrigation Enhancement of water rates. Collection of L.R Loans-L.R Records, Revenue Recovery Act, Accounts Committee-Demand No. V. -Village Accounts- Natural calamities cyclone. Exemption of Land Revenue.